

OFFICE OF EMERGENCY SERVICES

PERFORMANCE SITE VISIT

GRANT NUMBER	GRANT AWARD PERIOD	GRANT AWARD AMOUNT
VB08060150	7/1/08 – 6/30/08	\$444,020

PROGRAM NAME:	VERTICAL PROSECUTION BLOCK GRANT
PROJECT TITLE:	Statutory Rape/ Major Narcotic Vertical Prosecution

(1) ADMINISTRATIVE AGENCY:	County of Kern
(2) IMPLEMENTING AGENCY:	District Attorney's Office
(3) PROJECT DIRECTOR:	Lisa S. Green
Address:	1215 Truxtun Avenue 4 th Floor Bakersfield, CA 93301
Phone:	(661) 868-2309
DATE OF VISIT: 10/28/08	Visit Conducted By: LEONA LAROCHELLE

PERSON(S) INTERVIEWED/CONTACTED DURING THE VISITATION

Date	Name	Title	Telephone/E-Mail Address
10/28/08	Michael Saleen	Chief Deputy District Attorney	(661) 868-2340
10/28/08	Lisa S. Green	Deputy District Attorney	(661) 868-2761
10/28/08	Elsa T. Martinez	Administrative Services Officer	(661) 868-2703
10/28/08	Tracy Silas	Accountant	(661) 868-2702

Signature of OES Representative Conducting the Visit

Date

Signature of Section Chief

Date

PROGRAM VISITATION FORM

I. PROGRAMMATIC REVIEW

A. General

- | | YES | NO | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Does the project being visited fit within one of the Following categories? (check only one) [✓] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | 2 nd Year; |
| <input type="checkbox"/> | 3 rd Year; |
| <input checked="" type="checkbox"/> | Over four years; (Please specify) ____13____ years. |

2. Operational Documentation

Does the project have current versions of the:

- | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| a. Recipient Handbook | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Goals, Objectives, and Project Activities

(Review the project's responses to the goals, objectives, and activities of the Grant Award Agreement)

- | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|
| a. Has there been any <u>significant changes</u> in the way the project implements or sustains the objectives, and activities of this program?
<i>If yes, has the project discussed the possibility of submitting a grant award modification?</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Is the project making satisfactory progress toward achieving the goals and objectives. If not, please explain. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Progress Reporting

(Review the progress report format, content, and submission requirements)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project submitted all required reports on time? If not, please explain | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Has the project kept accurate source documentation to support statistical data on the PR? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PROGRAM VISITATION FORM

I. PROGRAMMATIC REVIEW (continued)

A. General (continued)

YES NO N/A

5. Programmatic Source Documentation

(Review documents maintained by project that represents data reported on PRs)

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project developed an information retrieval system that provides accurate data?
<i>(This system may be automated or manual)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Criminal Justice Information System (CJIS)</i> | | | |
| b. Does the project use data summary sheets or other concrete documents that validate project performance/direct support? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Excel spreadsheets

6. Project Staff Duties & Responsibilities

(Assure that project staff have made other project staff available for interviews during the visitation)

- | | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|
| a. Have all grant funded project staff positions been filled? If no, please explain.
<i>New SRVP Attorney, Michael Rogers. Will list in First Progress Report in January</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are job descriptions “project specific”, rather than a copy of the “county, local agency job position or classification description?”
<i>Received project specific job descriptions attached</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Do project staff meet all special skill certifications required? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are staff performing duties discussed in the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have project staff assumed duties for more than one OES funded project? If yes, please explain.
<i>Investigator split/ Attorney split- 80% on MN</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Are there any programmatic problems that are unique to this project? If yes, please explain.
<i>Kern is a large county and cases must be filed within county jurisdiction. Attorney must travel within a two hour radius for trials</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

PROGRAM VISITATION FORM

II. ADMINISTRATIVE REVIEW

	YES	NO	N/A
A. General			
1. Program Files			
a. Is the project familiar with preparation requirements for the following frequently used OES forms:			
(1) OES Form 223, Grant Award Modification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) OES Form 201, Report of Expenditures and Request for Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel Policies			
a. Are written personnel policies in place & available to all employees? <i>Orientation seminars. Supervisor training every 2 years .</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do these policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick or other leave allowances, hiring and promotional policies? <i>Available online to every employee</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Financial Requirements			
1. Functional Time Sheets			
a. Does the project use the OES Functional Time Sheet for all project positions employed less-than fulltime? <i>They use their own time cards</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Are functional time sheets completed correctly? <i>Supervisor must review and approve every one</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Duties of the Financial Officer			
a. Has the project taken steps to assure that the duties of the financial officer are separate from that of the project director? (Separation of duties)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAM VISITATION FORM

II. ADMINISTRATIVE REVIEW (continued)

B. Financial Requirements (continued)

	Yes	No	N/A
b. Do the financial officer and project director interact successfully on project expenditure decisions? <i>They have a good working relation</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Program Match Requirements (<i>Check this block if N/A</i>) ▶▶		<input type="checkbox"/> N/A	
a. This project has the following match requirement:			
Cash match	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
In kind match	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
A combination of the above, approved by OES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
b. Has the project provided documentation that verifies the use of local funds to satisfy match requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A

C. Financial Source Documentation

1. Does the project maintain updated budget pages on all approved grant award modifications? <i>Hard copy files are maintained of all documentation</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project maintain Confidential Funds? If so, are protective safeguards and policies in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. If project income is acquired, is it tracked and reported? If no, please explain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has the project submitted Reports of Expenditures on time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there other issues concerning project expenditures and reporting? If so, please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PROGRAM VISITATION FORM

II. ADMINISTRATIVE REVIEW (continued)

D. Equipment

	Yes	No	N/A
1. Acquisition			
a. Are equipment purchases authorized budget items?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Was equipment purchased in accordance with the Grant Award Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Does the project maintain inventory control logs of equipment purchased with grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

E. State/Federal Administrative Requirements

1. Mandated State and Federal Programs

(Determine whether or not the following documents are posted at the site visited)

a. A current Equal Employment Opportunity (EEO) Policy Statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A current "Harassment or Discrimination in Employment is Prohibited by Law" poster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A current Drug-Free Workplace Policy statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. PROGRAMMATIC, ADMINISTRATIVE, AND FINANCIAL DISCUSSIONS

(Provide a summary of observations, findings, and recommendations made during the visit)

On October 28, 2008, Leona LaRochelle, Office of Emergency Services (OES), Program Specialist, conducted a site visit of the Vertical Prosecution Block Grant (VB) at Kern County District Attorney's Office. Kern County operates two components of the VB Program: 1) the Statutory Rape, 2) the Major Narcotic Vendor Prosecution program. In attendance was: Michael Saleen, Chief Deputy District Attorney; Lisa Green, Deputy District Attorney; Elsa Martinez, Administrative Services Officer; and Tracy Silas, Accountant.

Kern County District Attorney (DA) has been working with the Vertical Prosecution Block Grant for thirteen years. This Fiscal Year 08/09, the Statutory Rape program will be replacing its attorney with Michael Rogers. The Progress Report due in January of 2009 will officially notice OES of the change in prosecuting Attorney.

Kern County covers an area of 8,000 square miles, and is one of the largest counties in California. The VB Project is well established in the Kern County district. Bakersfield is the hub of the Kern County District Attorney's Office, but there are many branch courts in surrounding communities staffed by Resident Deputy District Attorneys. Cases originating in these outlying communities are included in the VB project process, but the filing decision is ultimately made by the VB Project Attorney at the Superior Court in Bakersfield. The Resident Deputy District Attorneys at these branch courts are not able to participate in felony cases once the defendant is assigned to the Vertical Prosecution Program. The case responsibility therefore, is transferred to the VB Project DA at Superior Court in Bakersfield, and the VB Project DA must travel to the outlying courts for hearings the proceedings.

Kern County District Attorney's Office receives funding for three additional OES funded projects: Rural Crimes, Anti-Drug Abuse Enforcement, and Violence Against Women Program.

The Equal Employment Opportunity (EEO) Policy checklist was covered and relevant documentation collected. All required posters were posted; EEO Policy Statement, Sexual Harassment, Nondiscrimination and Drug Free Workplace. Every employee is required to go to an Orientation Seminar and sign the required documentation. The District Attorney is required to attend the seminar every year, and the Supervising Deputy District Attorney is required to attend every two years. All required employee policies are also posted online for employee access at any time.

Elsa Martinez provided OES staff with a tour of the DA's office, from filing to sentencing. Tracy Silas provided OES staff with a review of grant files, as well as an explanation on how statistical information was collected and maintained.

OES staff found the site to be in good order, wherein the objectives and goals were being met.